

A G R E E M E N T

BETWEEN

RECREATION MAINTENANCE WORKERS  
ASSOCIATION

AND

The City of Elizabeth  
CITY OF ELIZABETH, NEW JERSEY

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~~APRIL 1, 1982~~ to MARCH 31, 1984

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AGREEMENT entered into this 30<sup>th</sup> day of *December* 1982 by and between the CITY OF ELIZABETH, NEW JERSEY, hereinafter referred to as the "City" and the RECREATION DEPARTMENT MAINTENANCE WORKERS ASSOCIATION, hereinafter referred to as the "Association" is designed to promote a harmonious relationship between the City, the Association and such of the City's employees as are represented by the Association.

ARTICLE I  
RECOGNITION

1. The City hereby recognizes the Recreation Department Maintenance Workers Association as the exclusive and sole representative for collective negotiations concerning salaries, hours and other terms and conditions of employment of all those considered employees in the Recreation Department Maintenance serving in the following titles: Carpenter, Senior Recreation Maintenance Worker, Maintenance Worker and Laborer, who have been certified by the New Jersey Civil Service Department and appointed permanently, but excluding all Foremen, Supervisors and clerical employees.

**ARTICLE II**  
**ASSOCIATION BUSINESS LEAVE**

1. Meetings between representatives of the City and of the Association for the negotiation of terms of the Agreement or the handling of grievances as prescribed herein shall be scheduled during non-working time of affected employees.
2. Leaves of absence with pay shall be granted as provided in Section 38:23-2 of the Revised Statutes of New Jersey. Notice of elected delegates to attend convention in accordance with said statute shall be made in writing to the Office of the Business Administrator not less than two (2) weeks in advance by the President of the Recreation Maintenance Association.
3. Failure of employee to return to work promptly upon expiration of authorized leave without reasonable notice satisfactory to the Director shall be subject to disciplinary action in accordance with Civil Service Rules and Regulations.

**ARTICLE III**  
**GRIEVANCE PROCEDURE AND ARBITRATION**

In the event any difference or dispute should arise between the City and the Association or its members employed by the City over the application and interpretation of the terms of this Agreement, and earnest effort shall be made to settle such differences immediately and in the following manner, provided the grievance is filed in writing within ten (10) working days of its occurrence or employee knowledge thereof.

Step 1. Between the aggrieved employee and his immediate supervisor. If no satisfactory agreement is reached within three (3) working days, then

Step 2. between the aggrieved employee in the company of officers of the Association or his attorney in conference with the employee's director or his designee. Should no acceptable agreement be reached within an additional three (3) working days, then

Step 3. the matter shall be referred to the Civil Service Commission.

**ARTICLE IV**  
**BULLETIN BOARDS**

The Association shall have the use of a single bulletin board in the Kirk Center for the posting of notices relating to meetings and official business of the Association only. No notice shall be posted until it has been submitted to the director.

**ARTICLE V**  
**WORK WEEK**

1. Without guaranteeing any hours of work, it is agreed that the normal work week for the unit employees shall be forty (40) hours per week.

2. Work schedules shall be at the discretion of the Director of Recreation.

**ARTICLE VI**  
**MANAGEMENT RESPONSIBILITY**

It is recognized that the management of City Hall, the control of its properties and the maintenance of order and efficiency are solely responsibilities of the City. Accordingly, the City retains the following rights, except as they may be abridged in this Agreement, including, but not limited to selection and direction of the force; to hire; to suspend or discharge for just cause; to assign, promote, demote or transfer; to determine the amount of overtime to be worked; to relieve employees from duty for reasons of economy as provided for in N.J.S.A. 11:22-10.1 and N.J.A.C. 4:1-16.1 et seq. or for other legitimate reasons, not inconsistent with the terms and provisions of this Agreement; to decide on the number and location of facilities, to determine the work to be performed; amount of supervision necessary, equipment, methods, together with the selection, procurement, designing, engineering and control of equipment and materials; and to purchase services of others shall not be displaced by said purchase, providing said employees are willing, capable and able to perform said functions.

City-wide employee benefits granted during the life of this agreement will include employees covered by this contract.

**ARTICLE VII**  
**ACCESS**

A duly authorized representative of the Association, designated in writing, after reporting to the Office of the Director, shall be admitted to the premises for the purpose of assisting in the adjustment of grievances and for investigation of complaints that the contract is being breached. Upon request, the Association representative shall state the purpose of the visit. Except in an emergency, at least four (4) hours advance notice must be given. Such visits shall not be permitted to interfere with, obstruct or hamper normal operations.

**ARTICLE VIII**  
**LONGEVITY**

1. All permanent employees covered by this agreement shall be paid longevity pay in accordance with the schedule contained in this article. Longevity pay shall be applied on the basis of the employee's anniversary date of employment as follows-- if the employee's anniversary falls between January 1 and June 30, he shall be entitled to adjusted longevity pay retroactive to January 1; if the employee's anniversary date falls between July 1 and December 31, he shall be entitled to adjusted longevity pay retroactive to July 1. Longevity pay, in the case of salary increases, will be credited retroactively to the January 1st preceding the execution date of this contract and will accordingly be computed on the new base salary.

2. The scale of longevity pay shall be as follows:

5th year of employment to completion of

9th year----- 2%

10th year of employment to completion of

14th year----- 4%

15th year of employment to completion of

19th year----- 6%

20th year of employment to completion of

24th year----- 8%

25th year of employment and over----- 10%

**ARTICLE IX**  
**SENIORITY**

Seniority is defined to mean the accumulated length of continuous service with the City, computed from the last date of hire. An employee's length of service shall not be reduced by time lost due to authorized leave with pay for a bona fide illness or injury certified by a physician. Seniority may be lost and employment terminated if any of the following occur:

1. Discharge
2. Resignation
3. Absence for five (5) consecutive working days without leave or notice
4. Absence for illness, injury or leave without pay for more than one year continuously.

Nothing in this paragraph shall restrict the powers of the employer or the rights of the employee as set forth in Civil Service Statutes, Rules and Regulations.

**ARTICLE X**  
**HOLIDAYS**

1. An employee not required to work shall receive time off with straight time pay for each of the following holidays:

New Year's Day	Labor Day
Martin Luther King	Columbus Day
Washington's Birthday	Election Day
Lincoln's Birthday	Veterans Day
Good Friday	Thanksgiving
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas

2. Employees shall be paid the holiday pay for any of the above holidays if it falls on Saturday.

3. If any of the above holidays fall on Sunday, Monday shall be considered as the holiday, if it is generally observed as such in the community.

4. Where the department operates on any of the above holidays or holiday periods, working employees shall receive their holiday pay plus additional time and one-half for all hours worked on such holiday or holiday period.

5. If one of the above holidays falls within an employee's vacation period, the employee shall not be charged a vacation day for said holiday.

6. Unworked holiday time shall not be counted for purposes of computing overtime.

**ARTICLE XI**  
**PERSONAL DAY**

After one (1) year of service computed from the last date of hire, full-time employees may be granted one (1) Personal Leave day during each year of this contract for any of the following reasons:

- a. Religious observance
- b. death of a blood relative not included in the funeral leave section
- c. Personal, legal, business, household or family matters of an emergency nature not covered elsewhere in this agreement, provided the employee states the specific reason for the request and such is approved in writing by the department head.

This day shall not be accumulated.

**ARTICLE XII**  
**VACATIONS**

1. The employees covered by this agreement shall be entitled to vacation leave with pay according to the following schedule:

1st year - 1 working day per month  
(1st three months earned but cannot spend)

<u>BEGINNING</u>	<u>END</u>	
2nd year	5th year	13 working days
6th year	10th year	15 working days
11th year	15th year	18 working days
16th year	20th year	20 working days
21st year	25th year	23 working days
after 25 years		26 working days

2. Vacations shall normally begin following the regular "days off" of the employee.

3. When any vacation or part of it cannot be taken in the calendar year, when earned, because of the work load in a department, the same can be taken in the following year with the consent of the department head, but such accumulated vacation days may not be extended beyond the second year.

4. The vacation period shall be the calendar year from the 1st day of January to the 31st day of December. Vacations shall be scheduled by the Director, giving preference to employee choice according to seniority, where practicable and where consistent with continued, efficient operation.

5. Any employee covered by this agreement, who is entitled to vacation leave at the time of retirement, shall receive the earned vacation which has not been taken prior to the date of retirement. In the event that an employee is entitled to vacation leave at the time of his death, his widow or his estate shall receive the earned vacation pay on the same basis as an employee who is retiring.

6. Upon completion of twenty-five years of continuous service, the employee shall receive five extra days of vacation for that year only.

**ARTICLE XIII**  
**LEAVE WITHOUT PAY**

The appointing authority may grant the privilege of a leave of absence without pay to a permanent employee for a period not to exceed six (6) months at a time.

1. Such leave of absence may be renewed for an additional period not to exceed six (6) months only by formal action of the appointing authority with the approval of the governing body. No further renewal may be granted except upon the approval by the Department of Civil Service for reasons as established by Commission regulations.

2. Request for such leave shall be in writing to the appointing authority not less than two (2) weeks in advance of the date for which such leave is desired, except in the event of an emergency, stating the reason for the leave and the time requested.

**ARTICLE XIV**  
**OVERTIME AND CALL BACK**

1. When an employee works continuously in excess of eight (8) hours in the work day, or more than forty (40) hours in the work week, he shall be paid at the rate of one and one-half times his base hourly pay for such hours worked.

2. If an employee completes his regular assignment, leaves the premises, and is called back to work, he shall be guaranteed not less than four (4) hours work or four (4) hours pay at straight time base rate. If the call back assignment extends for more than four (4) continuous hours, the additional time shall be paid at one and one-half times the base hourly rate.

3. There shall be no pyramiding of overtime or premium rates.

4. Employees required to work on a scheduled holiday shall be paid time and one-half his base hourly pay for all hours worked; this will be in addition to his regular pay. Employees that are not scheduled to work and are called in because of an emergency on a Sunday or a holiday will be paid at the rate of double time his base hourly pay for all hours worked.

5. Lists containing names of all employees shall be maintained in the event that any condition arises which, in the judgment of Superintendent, Guard-Public Property, or the Foreman requires immediate attention, such as but not limited to snow emergency, or hazardous road condition.

**ARTICLE XV**  
**DISCIPLINE AND DISCHARGE**

It is agreed that nothing herein shall in any way prohibit the City for discharging or otherwise disciplining any employee regardless of his seniority, for just cause. Grounds for summary discharge shall include, but not be limited to, drunkenness on the job, dishonesty, careless use or abuse of City property, gross insubordination, gross negligence in the performance of duties and insubordination.

In the event that a discharged employee feels that he has been unjustly dealt with, said employee or the association, with permission of the supervisor, shall have the right to file a complaint, which must be in writing to the Director within three (3) work days from the time of discharge. Said complaint will be treated as a grievance, subject to the grievance and arbitration proceedings herein provided. If no complaint is filed within the time specified, then said discharge shall be deemed to be absolute.

**ARTICLE XVI**  
**INSURANCE**

1. All employees covered by this agreement and eligible members of their family shall be entitled to full coverage of Blue Cross and Blue Shield hospitalization plans, including Rider "J" of the New Jersey Blue Cross and Major Medical insurance, the premiums of which shall be paid for by the City.

2. The City acknowledges that the rules and regulations of the State Health Benefits Commission established that Chapter 88, P.L. 1974 does:

(a) apply to all eligible present and future pensioners of the employer and their dependents;

(b) continue as long as the State is paying the costs of its eligible pensioners and their dependents in accordance with the provisions of Chapter 75, Public Laws of 1972.

(c) provide for local employer reimbursement of Federal Medicare premiums for eligible pensioners and/or their spouses, as well as the payment of health insurance premiums required by the program on a basis comparable to the reimbursement made by the State to its eligible pensioners and their spouses in accordance with the provisions of Chapter 75, Public Laws of 1972.

(d) require the local employer to pay the full cost of such premiums and Medicare charges.

3. The City hereby agrees to pay the premium or periodic charges for the benefits provided to all eligible retired employees and their dependents covered under the program, but not including survivors, if such employees retired from a State or locally-administered retirement system effective after the date the employer adopted the State Health Benefits Program on a benefit based on 25 years or more of service credited in such retirement system, excepting the employees who elected deferred retirement, but including the employees who retired on disability pensions

**ARTICLE XVI**  
**INSURANCE (continued)**

based on fewer years of service credited in such retirement system and also to reimburse such retired employees for their premium charges under Part B of the Federal Medicare Program covering the retired employees and their spouses in accordance with the regulations of the State Health Benefits Commission.

4. All employees covered by this Agreement and eligible members of their families will be covered by a Prescription Drug Plan. The premiums will be paid by the City.

5. All employees covered by this Agreement and eligible members of their families will be covered by a Dental Plan. The premiums will be paid by the City.

6. All other insurance benefits presently in effect shall be maintained throughout the period of the contract.

**ARTICLE XVII**  
**ASSOCIATION PRIVILEGES**

Copies of general orders, rules and regulations and communications affecting wages, hours and other terms and conditions of employment covered by this agreement shall be furnished to the association within two (2) working days of their promulgation.

**ARTICLE XVIII**  
**RULES AND REGULATIONS**

The City may establish and enforce binding rules and regulations in connection with its operation and maintenance of discipline, provided such rules and regulations are not in conflict with the provision of this Agreement. Copies shall be furnished to the Association.

It is understood that employees shall comply with all rules and regulations made by the City from time to time. Employees shall promptly and efficiently execute the instruction and orders of the Director and supervisors. If an employee or employees believe a rule, regulation, instruction or order of an officer or other supervisor is unreasonable, or unjust, the employee or employees shall comply with the rule, regulation, order or instruction, but with further provision that such employee or employees may regard the rule, regulation, order or instruction as a grievance which shall be handled in accordance with the grievance procedure set forth in Article III of this contract.

In the event that an employee or employee shall refuse to comply with a rule or regulation, or shall refuse to execute promptly and efficiently an instruction or order of an officer or other supervisor, the City shall have the right, at its option to suspend, or discharge the offending employee or employees subject only to the right of the employee or employees to have the suspension or discharge treated as a grievance. This shall not operate as a stay of the suspension or discharge.

**ARTICLE XIX**  
**SICK LEAVE**

Sick leave shall be as provided in Civil Service statutes, rules and regulations.

**ARTICLE XX**  
**MILITARY LEAVE**

**Military leave shall be as provided in the Civil Service rules and regulations.**

**ARTICLE XXI**  
**FUNERAL LEAVE**

Leave with pay, not exceeding three (3) days, shall be granted to any employee in the event of a death in his immediate family.

Immediate family for purposes of the above is defined as follows:

1. Mother and father
2. Husband or wife
3. Children
4. Brother and sister
5. Mother-in-law and father-in-law
6. Grandmother and grandfather
7. Sister-in-law and brother-in-law
8. Grandchildren of employee or spouse

This provision also applies for any other relative who resides with the employee.

One (1) working day shall be allowed in the event of the death of an aunt or uncle.

Special cases will be referred to the director.

Leave with pay as provided for in this section is intended to be used for the purpose of handling necessary arrangements and attending the funeral of the deceased member of the family and shall not be accumulated. If the employee does not attend the funeral of the deceased, pay allowance (as provided in this section) will not be allowed.

**ARTICLE XXII**  
**BAN ON STRIKES**

It is recognized that the need for continued and uninterrupted operation of the City's departments and agencies is of paramount importance to the citizens of the community and that there should be no interference with such operation.

1. Adequate procedures having been provided for the equitable settlement of grievances arising out of this Agreement, parties hereto agree that they will not engage in, encourage, sanction, or suggest strikes, slowdowns, lockouts, or mass resignations, mass absenteeisms or other similar action which would involve suspension of or interference with normal work performance.

2. The City shall have the right to discipline or discharge any employee encouraging, suggesting, fomenting, or participating in a strike, slowdown or other interference.

**ARTICLE XXIII**  
**DISCRIMINATION AGAINST ASSOCIATION MEMBERS**

The City agrees that neither it nor any of its supervisors or representatives shall interfere with, coerce, intimidate or discriminate against any employee because of membership or activity in the Association.

**ARTICLE XXIV**  
**SAVINGS CLAUSE**

In the event that any Federal or State legislation, governmental regulation or Court decision causes invalidation of any article or section of this Agreement, all other articles and sections may not so invalidated shall remain in full force and effect.

**ARTICLE XXV**  
**WAGES**

Effective April 1, 1982, regular, full-time employees covered by this agreement shall receive an increase as reflected in Appendix "A" hereto attached.

Effective January 1, 1983, regular, full-time employees covered by this agreement shall receive an increase as reflected in Appendix "A" hereto attached.

Effective April 1, 1983, regular, full-time employees covered by this agreement shall receive an increase as reflected in Appendix "B" hereto attached.

Effective January 1, 1984, regular, full-time employees covered by this agreement shall receive an increase as reflected in Appendix "B" hereto attached.

In addition, as of January 1, 1983, those covered employees eligible within the terms of the City's salary schedule shall receive one (1) increment; however, no employee will be paid at a salary rate above the maximum of the range for his title. In addition, as of January 1, 1984, those covered employees eligible within the terms of the City's salary schedule shall receive one (1) increment; however, no employee will be paid at a salary rate above the maximum of the range for his title.

## APPENDIX "A"

RECREATION MAINTENANCE WORKERSEffective April 1, 1982

<u>Title</u>	<u>Table of Organization</u>	<u>Range</u>	<u>Min.</u>	<u>Max.</u>	<u>Inc.</u>	<u>Steps</u>
Carpenter	1	1-40	14,870	16,370	300	5
Senior Recreation Maintenance Worker	2	6-40	12,900	14,400	300	5
Recreation Maintenance Worker	6	7-40	12,600	14,100	300	5
Laborer	12	12-40	10,975	12,475	300	5

Effective January 1, 1983

<u>Title</u>	<u>Table of Organization</u>	<u>Range</u>	<u>Min.</u>	<u>Max.</u>	<u>Inc.</u>	<u>Steps</u>
Carpenter	1	1-40	15,270	16,770	300	5
Senior Recreation Maintenance Worker	2	6-40	13,200	14,700	300	5
Recreation Maintenance Worker	16	7-40	12,900	14,400	300	5
Laborer	6	12-40	11,275	12,775	300	5

## APPENDIX "B"

RECREATION MAINTENANCE WORKERSEffective April 1, 1983

<u>Title</u>	<u>Table of Organization</u>	<u>Range</u>	<u>Min.</u>	<u>Max.</u>	<u>Inc.</u>	<u>Steps</u>
Carpenter	1	1-40	15,670	17,170	300	5
Senior Recreation Maintenance Worker	2	6-40	13,600	15,100	300	5
Recreation Maintenance Worker	16	7-40	13,300	14,800	300	5
Laborer	6	12-40	11,600	13,100	300	5

Effective January 1, 1984

<u>Title</u>	<u>Table of Organization</u>	<u>Range</u>	<u>Min.</u>	<u>Max.</u>	<u>Inc.</u>	<u>Steps</u>
Carpenter	1	1-40	16,070	17,570	300	5
Senior Recreation Maintenance Worker	2	6-40	13,900	15,400	300	5
Recreation Maintenance Worker	16	7-40	13,600	15,100	300	5
Laborer	6	12-40	11,900	13,400	300	5

**ARTICLE XXVA**  
**CLOTHING ALLOWANCE**

Employees covered by this agreement will receive \$50.00 for clothing allowance in addition to the \$100.00 already received in 1982.

Said payment of the \$50.00 will be made the third pay period of November 1982, making a total payment of \$150.00 for the year 1982.

Employees covered by this agreement will receive \$200.00 for clothing allowance for the year 1983.

Payment will be made the second pay period of April 1983.

The Recreation Director will post a uniform dress code that will be strictly enforced. Violators will be subject to disciplinary action.

**ARTICLE XXVI**  
**JURY DUTY**

1. An employee who is called to Jury Duty shall immediately notify his supervisor.
2. An employee who is excused from jury duty service on any day shall report for work on such day.
3. An employee shall not be required to report back for work on any day he is in attendance at Court for jury duty service, regardless of the employee's shift.
4. Any payment received for jury duty must be turned in to the employer through the employee's department head less allowance for travel and meal expense.
5. The employer retains the right to request that the employee be excused from jury duty because he is required on the job.

**ARTICLE XXVII**  
**APPROPRIATION OF FUNDS**

All wages and other financial benefits accruing to employees covered by this agreement shall be specifically subject to the appropriation of adequate and necessary funds therefor by the Elizabeth City Council in its annual municipal budget or as otherwise allowed by law.

**ARTICLE XVIII**  
**EMBODIMENT OF AGREEMENT**

This document constitutes the sole and complete agreement between the parties and embodies all the terms and conditions governing the employment of employees in the unit. The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject which is (or may be) subject to collective bargaining. Any prior commitment or agreement between the City and the Association or any individual employee covered by this Agreement is hereby superceded.

**ARTICLE XXIX**  
**TERM OF AGREEMENT**

This Agreement shall be in full force and effect from April 1, 1982 through and including the 31st day of March 1984. If either party wishes to terminate, amend or otherwise modify the terms and conditions set forth herein at the time of expiration, he must notify the other party in writing not less than sixty (60) days prior to such expiration date.

The Agreement shall remain in full force and effect on a day-to-day basis during collective negotiations between the parties extending beyond the date of expiration set forth herein unless and until either party serves the other with written notice of termination by registered mail in which event the Agreement shall terminate five (5) days following receipt of such notice.

IN WITNESS WHEREOF, the parties have caused their names to be signed on this 30<sup>th</sup> day of December 1982.

CITY OF ELIZABETH, NEW JERSEY

ATTEST:

BY: Thomas G. Dunn  
THOMAS G. DUNN, Mayor

John J. Dwyer  
JOHN J. DWYER, City Clerk

RECREATION DEPARTMENT MAINTENANCE  
WORKERS ASSOCIATION

BY: Anthony M. DiCarlo  
Robert A. Migliore Sec. Treas.

CITY OF ELIZABETH	
APPROVED	AS TO FORM
<u>WT</u>	
PHYSICAL CONDITIONS	
TERMS & CONDITIONS	
<u>WT</u>	
DESCRIPTION	